

9 July 1969

STAT MEMORANDUM FOR: [ ] Acting Chief, SSS  
SUBJECT : Current Figures for [ ]

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STAT 1. [ ] left a request for me to obtain current figures to be used in the paragraph at the bottom of Page 8 and top of page 9 in  
STAT [ ] draft dated 13 June 1969. The following are the 1 July 1969 volume totals for the three categories referred to in that paragraph:

NON-RECORD MATERIAL

	<u>Technical References</u>	<u>Supplemental Distribution</u>	<u>Vital Records</u>	<u>Directorate Total</u>
DDI	8,000	18,552	7,694	34,246
DDP		113	697	810
DDS		314	285	599
DDS&T		425	361	786
DCI		122	117	239
TOTALS	8,000	19,526	9,154	36,680

2. The page 8 paragraph reads: "However, the remaining three categories of Agency determined records, 52,500 cu. ft. technically are available for Agency Management to purge as it sees fit." The figure is incorrect and should not be used. Instead the total of 38,000 stated on the June chart is nearer to the final July total of 36,680.

3. Only this 36,000 cu. ft. of non-record material may be retained or destroyed at the discretion of the Agency and its components. Congress and the National Archives have no official responsibility for that material.

Vital Records

4. The Agency Records Program reviews the schedules of emergency material intended for deposit to eliminate duplication, but the office itself determines what it needs and will deposit. The resulting 9,000 cu. ft. on hand is what the individual Office Heads have decided are the vital records they will need in an emergency. Many offices reviewed these holdings during the purge of the past year and 24 Vital Records Schedule were changed and 1,152 cu. ft. removed. But another 1,508 cu. ft. of new deposits were added for a net increase of 356 cu. ft. in the Vital Records Volume during FY 1969.

Supplemental Distribution

5. The Supplemental Distribution material received considerable review during this past year and 5,871 cu. ft. were removed. (DDI components purged 2,886 cu. ft. and expect to purge 4,000 more.) (OER cut by half the number of copies to be stored while most OBGI reports were cut from 125 to 50 copies in reserve.) New documents totaling 3,636 cu. ft. were added last year. The overall volume on hand decreased 2,235 during FY 1969. The Agency and the entire Intelligence Community make an average of 200 requests for documents from this collection each work day. Besides the bulk shipments of items for disposal the 200 routine service requests average 10 cu. ft. by courier each work day while there is an influx of new publications averaging 14 cu. ft. per day.

Technical Reference

6. Finally, the 8,000 cu. ft. of Technical Reference Material is scheduled for disposal in two to five years. (The "Analyst Working Files"--500 cu. ft.--have a two year retention and a steady turn over of receipts and disposals. The CRS "Intelligence Document Collection"--7,500 cu. ft.--are stored five years.) Last year these totaled 10,000 cu. ft. The purge removed 3,000 cu. ft. while new accessions totaled 1,000 cu. ft. The collection cannot be completely eliminated because a USIB agreement requires all Agencies to keep their own supply of reference items five years after which the originating or publishing Agency is responsible to have available an archival reference copy for the Community. On July 1, 1969 this CRS Collection of 7,500 cu. ft. contained 300 cu. ft. of Agency produced documents and 7,200 cu. ft. of other Agency documents, all of which have a scheduled life cycle of five years. The CRS reference specialists now use the one remaining reference copy of Agency publications over five years old from the Agency Archives and the duplicates have been destroyed.

7. Current Statistics and documents related to other items in the 13 June draft will be furnished in individual, separate packages as requested.



CIA Records Administration Officer

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<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<div></div>		
2	2F-20 Headquarters		
3	STAT		
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

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**Remarks:**

The attached current statistics Bob Wiltse promised you were assembled by the Records Staff and without taking time to retype their draft I am forwarding them to you. Other material will be sent as soon as it is developed.

If you have any particular statistics or information priorities please let me know and I will see that they are expedited.

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FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
<div></div> Acting Chief/SSS		7/9/68

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# SUMMARY OF RETENTION PERIODS FOR AGENCY RECORDS

## IN THE AGENCY ARCHIVES AND RECORDS CENTER

TYPES OF MATERIAL	LEGAL RETENTION REQUIREMENTS	RETENTION ESTABLISHED BY AGENCY (COMPONENT)	CU. FT. OF VOLUME IN STORAGE FOR LEGAL PERIOD	AGENCY PERIOD	REMARKS
<u>OFFICIAL AGENCY RECORDS</u>					
AGENCY ARCHIVES	PERMANENT		8,000		
<u>INACTIVE OFFICE RECORDS</u>					
OFFICE HEADS FILES	PERMANENT		15,000		
PREDECESSOR AGENCY	PERMANENT		7,000		
LOGISTICS	6 YRS		2,300		-- OSS RECORDS RETIRED AND CONTROLLED BY DDP/SSU
FINANCE	12 YRS		1,300		-- OK -- GOOD TURN OVER -- IN AND OUT
PERSONNEL	60 YRS		1,800		-- PERSONNEL FOLDERS (40 YRS TO GO ON EARLIEST.)
MEDICAL	60 YRS		900		-- AGENT PERS. APPROVALS -- (DITTO 40% GOOD)
CI/OA	60 YRS		1,000		-- DISPOSAL AUTHORITY OBTAINED -- TURN OVER
DDI OPERATIONS	5 TO 20 YRS		9,500		
RETAINED LONGER THAN LEGALLY REQ'D.					
SECURITY	30 YRS	50 YRS (O/SEC)	2,400		-- 10 YRS TO GO FOR EARLIEST TO BE 30 YRS.
APPLICANT FILES	2 YRS	20 YRS (CI)	800		-- MOST ARE NOW OLDER THAN 2 YRS.
FINANCE	12 YRS	30 YRS (CI)	3,000		FLD. FILE SYSTEM INTERMIXES RECORDS THESE 7,000 CU FT. MUST BE KEPT 50 YRS BECAUSE OF FIN. DOES NOT HAVE MAN POWER TO SEPARATE THESE AND FILES CI WANTS CONF. FUND FILE KEPT 30 YR. DDP WILL NOT PERMIT REQUEST OF ANY LEGAL DISPOSAL AUTH'Y.
FINANCE	12 YRS	56 YRS (FIN)	3,300		
FINANCE	56 YRS		700		
DDP OPERATIONS	(?)	60 YRS (DDP)	5,000		
RECORDS VOLUME SUB-TOTAL			47,500	14,500	
<u>NON-RECORD MATERIAL</u>					
TECHNICAL REFERENCES (NONE)		2 TO 5 YRS (DDI)	8,000		CURRENT PURGE ITEM - HALF WILL GO. STORED WITH OFFICE RECORDS (GETS GOOD REFERENCE USE)  PURGE ITEM - 40% MAY GO. NEW COMING IN - (250 REFS A DAY) MAY STABILIZE AT 15,000 CU. FT. A REQUIRED PROGRAM. SOME PURGE.
SUPPLEMENTAL DISTRIBUTION (NONE)		3 TO 10 YRS (CRS 0861)	20,000		
EMERGENCY VITAL RECORDS (NONE)		TIL REPLACED (ALL)	10,000		
NON-RECORD VOL SUB-TOTAL			38,000		
GRAND TOTAL VOLUME --			47,500	52,500	= 100,000 CU. FT. OVERALL VOLUME ON HAND.